

Restaurant cleaning checklist (HACCP)

Reefa

48 checkpoints · 7 zones · reefa.pl/checklisty

Site: _____ Date: _____ Checked by: _____

Frequencies: **weekly** — at least once a week · **monthly** — once a month · **quarterly** — every 3 months

01 Kitchen — work surfaces and equipment

- | | |
|---|---------------------------------|
| ☐ Worktops and cutting boards washed and disinfected — separately after handling raw meat and eggs
<small>Regulation (EC) 852/2004 Annex II — food-contact surfaces</small> | per work cycle |
| ☐ Knives and small utensils (spatulas, tongs, GN containers) washed, rinsed and disinfected | after use |
| ☐ Slicer, shredder and mixer disassembled and cleaned (blades, guards, handles) | daily |
| ☐ Sinks and food-washing stations cleaned — kept separate from handwashing basins
<small>852/2004 Annex II Ch. I — separate basins for handwashing</small> | daily |
| ☐ Stoves, griddles and fryers cleaned; fryer deep-cleaned at every oil change | daily |
| ☐ Combi oven chamber washed (cleaning program + door seals and rack guides) | daily |
| ☐ Hood casing wiped free of grease film; grease filters degreased | casing: daily · filters: weekly |
| ☐ Walls and splashbacks at workstations foam-washed | weekly |
| ☐ Floor drains and drain grates cleaned and disinfected | every 7–10 days |

02 Storage rooms and refrigeration equipment

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|--|---------|
| ☐ Cold room (+2...+4°C) and freezer (≤ −18°C) temperatures read and entered in the log
<small>HACCP monitoring — temperature log available for Sanepid inspection</small> | daily |
| ☐ Refrigerator interiors washed and disinfected: shelves, rails, door seals | weekly |
| ☐ Freezers defrosted, washed and disinfected | monthly |
| ☐ Expiry dates and FIFO/FEFO rotation checked, expired products removed | daily |
| ☐ Shelving and platforms washed; products stored min. 10–15 cm above the floor | weekly |
| ☐ Visual check for signs of pests; pest-control (DDD) monitoring stations checked per contract
<small>Pest-control (DDD) contract and reports — must be produced at inspection</small> | daily |

03 Dishwashing area, cleaning equipment and waste

- | | |
|---|-------------------------|
| ☐ Bins (lidded) emptied; food waste taken outside the production zone | daily / before full |
| ☐ Waste containers and the waste storage area washed and disinfected | weekly (organic: daily) |
| ☐ Dishwasher cleaned: filters, spray arms, chamber; sanitizing rinse temperature checked | daily |
| ☐ Dishwashing-area floor and walls washed, utility sink disinfected | daily |
| ☐ Cloths and mops laundered at min. 60°C, equipment dried (mop never left standing in dirty water) | daily |
| ☐ Color coding observed: red — toilets, yellow — washbasins, green — food zone
<small>Industry standard (not a statutory requirement) recommended by HACCP auditors</small> | ongoing |
| ☐ Grease trap cleaned by a service company, report kept on file | per contract (1–3 mo.) |

04 Dining room and bar

☐ Tables washed and disinfected (tabletop after every guest; edges, legs and frames daily)	per guest / daily
☐ Touch points wiped with disinfectant: door handles, railings, payment terminals, menus	daily (2–3× at peak)
☐ Dining room floor swept and wet-mopped	daily
☐ Bar cleaned: counter, taps, drip trays, bar fridges, coffee machine (steam wand after every frothing)	daily
☐ Entrance glazing and doors free of fingerprints	2–3×/week
☐ Tablecloths and napkins sent to the laundry; high chairs washed and disinfected	after use
☐ Windowsills, trim, lamps and picture frames dusted	weekly

05 Guest and staff toilets

☐ Toilet bowls, seats, urinals, washbasins and taps washed and disinfected (red/yellow equipment)	min. 2× daily
☐ Soap, towels and paper restocked; toilet inspection card signed with the time Toilet inspection card = record produced at Sanepid inspections	every 1–2 h at peak
☐ Mirrors, dispensers and hand dryers cleaned	daily
☐ Toilet floors washed and disinfected	daily
☐ Wall tiles around urinals and washbasins washed	weekly
☐ Sanitary bins emptied and disinfected	daily

06 Staff facilities and personnel hygiene

☐ Handwashing basins in working order: hot and cold water, soap, disposable towels, handwashing instructions Regulation (EC) 852/2004 Annex II Ch. I pt 4	daily check
☐ Staff room cleaned: table, counters, sink; staff fridge inside once a week	daily
☐ Changing room: floor washed, lockers separating personal and work clothing	daily / lockers: weekly
☐ Disinfectant stock at workstations and first-aid kit completeness checked	daily
☐ Work clothing changed / sent to the laundry	daily

07 Periodic work and deep cleaning

☐ Kitchen walls and ceilings washed using the foam/gel method	monthly
☐ Spaces behind and under equipment deep-cleaned (ovens, fridges, shelving, plinths) Trap point no. 1 at inspections — where grease builds up and pests nest	monthly
☐ Kitchen floors machine-scrubbed (grout, anti-slip coating)	monthly
☐ Light fixtures and insect-killer lamps cleaned, glue boards replaced	monthly
☐ Hood and extraction ductwork cleaned by a specialist company (with report) Industry recommendation and insurer requirement — no single statutory frequency	2×/year
☐ Pest-control (DDD) visit received, station plan and reports updated	per contract
☐ Windows, display glazing and outdoor signage washed	quarterly
☐ Dishwasher and coffee machine descaled / water softener serviced	monthly-quarterly

Food service cleanliness audit — 8 steps before a Sanepid inspection

1. Walk the route from clean to dirty with the checklist in hand, rating each zone YES/NO — never the other way round (you carry dirt into the clean zones).
2. White-cloth test on critical surfaces: worktop, fridge door seal, hood filter, a table leg in the dining room — a greasy or grey mark = fail.
3. Cross-check the records against reality: washing and disinfection log, temperature log, toilet card — entries with time and signature, no backfilling.
4. Verify the chemicals: safety data sheets available, products approved for food contact, concentrations and contact times matching the hygiene plan.
5. Check the color coding: red equipment only in toilets, green only in the food zone; mops clean, dried, odour-free.
6. Inspect the trap points: spaces behind and under equipment, drain grates, fridge seals, bottom shelves of racks — these reveal the real quality of the service.
7. Once a month take an objective measurement: an ATP luminometer test or contact plates from worktops and cutting boards; a result over the limit = rewash and disinfect.
8. Close the quality loop: log deviations in a report with a responsible person and a deadline (24–48 h), re-inspect and keep the documentation for Sanepid.

Notes: _____

Signature: _____